



SHERIFF'S OFFICE COMMUNICATIONS NETWORK COORDINATOR

CLASS SUMMARY:

To support a department's complex radio and communication networks; to perform installations, upgrades, and problem determination on radios, including vehicle, personal, and secured; fixed-site radio equipment; personal computers (PCs), and computer peripherals related to the communications network using established procedures; to provide technical assistance to radio and computer users; and to maintain hardware and software for telecommunications equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from assigned management personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Configures, installs, maintains, and performs repairs on radio equipment including vehicles, personal, secured, portables, and their components based on established procedures.
2. Configures, installs, and performs repairs on base station and repeater transmitters, receivers, antennas, and transmission lines based on established procedures.
3. Configures, installs, and performs maintenance on PCs and modems associated with the communications systems based on established configurations and procedures. Connects PCs, terminals, and peripheral devices to the communications network(s).
4. Upgrades and tests communications software based on established procedures.
5. Participates in the design and/or modification and installation of electronic and other equipment used in the operation of county radio systems; assists in the development of special purpose radio and electronic equipment. Provides recommendations on problems and opportunities concerning radios and radio communications.
6. Maintains a record of requests or problems and the resolutions.
7. Researches and recommends hardware and software selection and purchasing for the radio communications network.
8. Produces technical documentation for users of the communications system.
9. Performs moves or changes to radios, personal computers, terminals or peripherals, including necessary cabling as related to the communications systems.

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10.	Installs cables for radios and personal computers as related to the communications network within the guidelines established for the facility and building codes. Installs the cable ends using established procedures, and tests the cables.
11.	May serve on committees related to radio communications networks and/or personal computer support.
12.	Provides on-call support for radio or communications network problems.
13.	Trains department user personnel in the purpose, operation, and maintenance of radio equipment and computer applications as related to the communications network.
14.	Maintains a log and inventory of radio communication equipment and software including information on hardware, software, maintenance, and repairs. Maintains a maintenance schedule.
15.	Acts as a liaison between the Sheriff's Office and vendors and others in the planning and installation of equipment and networks.
16.	Prepares purchase orders, and verifies billing information for labor, services and equipment.
17.	Maintains current contracts for radio site lease agreements; maintains FCC records and modifies/ renews FCC licenses.

Knowledge of (position requirements at entry):

- Radio maintenance and repair work including hand-held radios, vehicle radios, and fixed-site radio equipment, based on current technology.
- Implementation procedures for communications between a dispatch center and field radios.
- Procedures for tying the communication consoles into radio, video, and alarm systems.
- Safety precautions involved in working in high places and cramped quarters with electronic equipment.
- Antennas and transmission line theory.
- Computers, computer concepts, and the operation of computers as related to the communications network.
- Installation, configuring, testing, adjustment, and diagnosis of radio hardware, software, and communications components.
- Use of the diagnostic equipment for radios and personal computers as related to the communications network.
- Personal computer and network cabling concepts.
- Documentation procedures that are directed at end-users.
- FCC regulatory system, including how to apply for licenses, update existing licenses, and interpret rule changes.
- Principles of project planning and prioritization.

Ability to (position requirements at entry):

- Convey technical information simply and clearly, both verbally and in writing.
- Understand technical matters and apply technical knowledge in the application of

solutions to communication network problems.

- Evaluate different radios and radio technologies to determine how they fit into the department's radio network.
- Configure radios and work with vendors and users on radio installation.
- Use personal computers for word processing, spreadsheets, and electronic office applications. Move, lift, and install various types of radio and computer equipment.
- Use problem solving techniques and independent judgment. Use reference manuals in problem determination.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Troubleshoot and resolve technical problems on radios, radio communication components, and computers as related to the communications network.
- Work with other local agencies on radio related issues.
- Install and diagnose problems with a variety of cabling types.
- Document technical procedures for end-users.
- Acquire new skills and continually update existing skills.
- Work independently and use time efficiently.
- Perform the physical demands of the position, which include working outdoors in adverse weather conditions.

Training and Experience (positions in this class typically require):

A two year technical or associate degree in a radio or computer science field, or comparable course work. Three years of technical support for radios and radio communication equipment and computers as related to a communications network. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- This position requires a criminal background investigation and, as a condition of employment, certification to have and be able to maintain access to the Area Information Records System (AIRS) and/or the Law Enforcement Data System (LEDS).
- Must possess by time of appointment at least one of the following licenses: FCC commercial radio, amateur "tech-plus", amateur general, amateur extra or NABER radio certification. May require certification to perform data telecommunications installations/cabling.

NOTE: This position is represented by Lane Co Peace Officers' Assoc.

Classification History:

FLSA Status: Non-Exempt